

REZONING APPLICATION

BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE DEVELOPMENT SERVICES COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CASE PLANNER.

WHEN FILING THE APPLICATION, ONLY SUBMIT THE FORMS THAT HAVE A GREY HEADING, ALL OTHER FORMS ARE FOR YOU TO KEEP.



REZONING APPLICATION PACKET

PLEASE READ THIS PAGE FIRST

The Planning and Development Department, Planning Services Division is responsible for the preparation and execution of Rezoning and Preliminary Development Plan actions. This application packet is intended to assist applicants in the Rezoning process. The City requirements necessary for the preparation of a Zoning action are outlined in this packet.

Zoning actions require the review and recommendation of the Planning and Zoning Commission and the approval of City Council. In order to expedite your application in a timely manner, please be aware of application deadlines and required materials to be submitted the day of filing. In addition to Planning requirements, applicants need to work with the Development Services Division for Pre-Technical Building Plan Review, Site Plan Review, and any other development processes. The applicant is required to schedule a Pre-Application meeting with a City Planner prior to filing.

Forms in this packet with a **gray stripe or shaded heading at the top** are required to be submitted at the time of filing. By carefully following the guidelines contained in this document and working closely with the assigned Case Planner, your request can be efficiently processed. A checklist of the required application materials is enclosed for your convenience. In addition, if you are going to be constructing a site, the City requires you to fill out and sign a Development Agreement form (a sample form is attached). Please remember that Planning Staff will not accept incomplete applications.

Department of Planning and Development, Planning Services Division
Location: 215 East Buffalo Street, Chandler, Arizona
Mailing Address: Mail Stop 105, PO Box 4008, Chandler, AZ 85244-4008
Telephone (480) 782-3000 Fax (480) 782-3075
Revised August 12, 1999

REZONING / PDP INFORMATION SHEET

THIS FORM TO BE TURNED IN WITH OTHER DOCUMENTS AT DEVELOPMENT SERVICES COUNTER

If the property owner(s) is not filing the application, please fill out the attached letter authorizing an applicant or project representative to file and pay the fees required for this application. You may write 'See Attached' if needed.
For CITY use only

CASE PLANNER _____ DEVELOPMENT NO. _____

1. PROJECT NAME: _____

2. PROPERTY LOCATION/
ADDRESS: _____

3. **IF REZONING**, ZONING TO BE CHANGED FROM: _____ TO: _____

4. **FOR A PDP ONLY**, THE CURRENT ZONING IS: _____

5. PROPOSED USE: _____
(i.e. Single-family, multi-family, retail, office, commercial)

6. LEGAL DESCRIPTION: _____

7. TAX PARCEL NUMBERS: _____

8. GROSS ACREAGE: _____

9. **APPLICANT / FIRM NAME:** _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____ PHONE: _() _____

10. **DEVELOPER:** _____ **CONTACT PERSON:** _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____ PHONE: _() _____

11. **PROPERTY OWNER(S):** _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____ PHONE: _() _____

12. **SIGNATURE OF PROPERTY OWNER OR REPRESENTATIVE:**

X _____

OUTLINE ON REZONING PROCESS

Due to the nature of each case and the type of zoning action being sought, some of these steps may be modified at the discretion of the Case Planner, except the pre-application, which is required for all zoning requests. All applicants are urged to work closely and responsively with the planner as the case is prepared for presentation before Commission and Council.

IMPORTANT - Regarding existing site conditions. The proposed property for rezoning or PDP must be in a clean and weed-free manner at all times. Not having a clean and weed-free property may delay your application through the hearing process.

I. Application Preparation (prior to filing)

- A. **Counseling with Planning Department** - City Planning staff is available at the Development and Planning Services counter to address Zoning Code development standards, Area Plans, area trends, and the Chandler General Plan as they relate to or impact a land use proposal. Informal discussions may occur at the Development and Planning Services counter or by telephone.
- B. **Pre-Zoning Application Meeting** - A pre-application meeting is often the first opportunity to review rezoning procedures and submittal requirements and is intended to assist in filing complete applications. A pre-application meeting **must** be held before staff will accept a zoning application. Typically, this meeting is scheduled by appointment with a Case Planner to review the City planning and development process as it relates to zoning; procedural and/or process questions posed by the applicant; Commission and Council meeting schedule dates; and issues and special circumstances associated with the applicants rezoning proposal.

***** Prior to the pre-application meeting, the applicant **must** provide the Case Planner the proposed site plan containing location and dimension information, a written project proposal, and any other documents requested by the assigned City Planner.

II. File Formal Zoning Application with Planning Department

See attached Zoning Submittal Checklist for requirements

III. Public Outreach and Notification

Public notification of the zoning request is a critical matter that must be closely coordinated with the Case Planner. The applicant is responsible for notifying the adjoining property owners about the intended zoning action. This is accomplished in three ways:

- 1. The applicant will be required to post a single 4 foot by 8 foot wooden sign on the subject site a minimum of 30 calendar days prior to the first public hearing. One, double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The applicant shall submit a notarized affidavit stating the sign has been posted and a photograph showing the sign(s) on the site. Please see the attached handout which contains the required specifications for the sign. **NOTE: Staff may require additional signage on the site.**

2. The applicant needs to provide staff with mailing labels, obtained from the Maricopa County Assessor's Office, identifying the land owners within a 300 foot radius of the subject property, measured from the perimeter of the site proposed for rezoning. This will enable City staff to send mailed notice of the proposed action.
3. For certain zoning applications, the Case Planner may require the applicant to notify adjoining property owners outside of the 300 foot radius from the perimeter boundary of the site prior to upcoming public hearings with door hangers. The applicant shall submit a notarized affidavit stating the door hangers have been posted. Please see the attached example handout which contains the required specifications for the door hangers.

IV. Public Hearing Bodies

- A. **Planning and Zoning Commission Action** - The first hearing body in the Rezoning or Preliminary Development Plan process is with the Commission. This is a formal public hearing which is legally advertised and posted a minimum of 30 days prior to hearing. The seven (7) Commission members vote to approve, deny, or continue an applicant's request.
- B. **City Council Action** - Approximately two weeks after the Commission hearing, the applicant's application will be heard at a formal City Council public hearing. The seven member board will decide to approve, deny, continue, or refer back to Commission the application before them. The City Council meeting is legally advertised and posted a minimum of 30 days prior to hearing.

CITY OF CHANDLER ZONING SUBMITTAL CHECKLIST

Rezoning requests submitted to the Planning Department shall include all of the exhibits and information listed in this checklist. Rezoning applications will not be accepted for processing until the following information has been provided. Additional detail or clarification may be determined necessary after staff has completed the initial review. All narrative information shall be provided on 8.5" x 11" paper. Blue line prints not to exceed 24" x 36" in size and shall be folded to approximately 8.5" x 11" in size.

ALL ITEMS CHECKED OFF WITH AN (XX) ARE REQUIRED AT THE TIME OF APPLICATION SUBMITTAL. THOSE ITEMS NOT MARKED MAY BE REQUIRED UPON DETERMINATION OF THE CASE PLANNER.

I. EXHIBIT A - Development Booklet

- XX A development booklet is a bound portfolio submitted to Planning Staff, Planning and Zoning Commission, and City Council for review. The Development Booklet shall include the following documents, or any other additional documentation requested by the Case Planner.
- Narrative Statement
 - Site Plan (color)
 - Landscape Plan (color)
 - Elevations (colored)
 - Preliminary Grading and Drainage Plan
 - Context Plan (demonstrates surrounding property relationships)
 - Legal Description (original, certified, and sealed)

II. Blue Line Prints - Provide the following for each listed plan:

- XX Three - 24" x 36" blue line prints, and one 8.5" x 11" copy of each of the following
Note: Ensure required copy is a Photostat reduction (PMT) or like quality
- *Site Plan
 - *Landscape Plan
 - *Building Elevations (4 views)
 - *Context Plan (demonstrates surrounding property relationships)
 - *Preliminary Grading and Drainage Plan

A. Site Plan Information

- XX Date of Plan and Revisions
- XX Vicinity Map with Notation of Site
- XX North Arrow and Scale (Engineers Scale)
- XX Existing Street Names and R.O.W. Dimensions
- XX Access Points/Modifications to Existing Street Improvements
- XX Building /Uses
- XX Configurations/Dimensions
- XX Gross Building Area and F.A.R.
- XX Lot coverage
- XX Total Dwelling Units/Density (residential proposals)
- XX Height in Stories and Feet
- XX Setbacks

- XX Landscape Areas
- XX Parking Required and Provided (for other than non-single family)

III. EXHIBIT B - Surrounding Character Map(s)

- XX Map(s) showing the existing zoning and land uses on the subject site as well as within 300 feet (8.5" x 11")
- XX Aerial map identifying property and surrounding area (8.5" x 11")

IV. EXHIBIT C - Ownership Verification Form (see attached)

- XX Includes legal description(s) and assessor parcel number(s) for total area under application. If more than one (1) zoning district is proposed, a separate legal description is to be provided for each area.

V. EXHIBIT D - Principals and Development Team

- XX List of persons involved in the development proposal. This includes property owner(s) and potential buyers of record and members of the development team. If the property owner or buyer is a partnership, list the partners. This information will assist the Commission and City Council to identify potential conflicts of interest.

VI. EXHIBIT E - Applicant Narrative Statement (see attached)

- XX Written response to the ten attached questions.
- _____ Additional information may be provided by the applicant to support the request and present a justification as to why the proposal should be approved.

VII. EXHIBIT F - Phasing Schedule

- _____ One copy of narrative statement and accompanying map, if necessary, explaining project phasing and related phasing of public involvement (streets and drainage system).

VIII. EXHIBIT G - Traffic Impact Study

- _____ Generally, a traffic impact study is required if an applicant is not going to develop or build to standard requirements. Please contact Mike Mah, City Transportation Engineer, for additional information at (480) 782-3470.

IX. EXHIBIT I - Neighborhood Notification and Surrounding Ownership

- XX The applicant will be required to post a single 4 foot by 8 foot wooden sign on the subject site a minimum of 15 calendar days prior to the first public hearing. One, double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The applicant shall submit a notarized affidavit stating the sign(s) has been posted and a photograph showing the sign(s) on the site. Please see the attached handout which contains the required specifications for the sign. **Please note:** Staff may require more than one sign to be posted on the subject site.
- XX The applicant needs to provide staff with mailing labels, which can be obtained from the County Assessor's Office, identifying the land owners within a 300 foot radius of the subject property, measured from the perimeter of the site proposed for zoning. This will enable City staff to send the mailed notice of the proposed action.
- XX For certain zoning applications, the Case Planner may require the applicant to notify adjoining property owners outside of the 300 foot radius perimeter boundary of the site with door hangers. The applicant shall submit a notarized affidavit stating the door hangers have been posted. Please see the attached example handout which contains the required specifications for the door hangers.

X. Filing Fee

The filing fee is based on gross acreage and portion thereof. For example, a 2.3 gross acreage site would be rounded to 3 acres.

Zoning	<u>Base Fee</u>	+	<u>Acreage x Amount</u>	=	<u>Total</u>
	\$500		\$25 per acre or portion thereof		\$
PDP	\$200				\$200

***If filing a PDP with a Rezoning request, there will be no additional PDP fee of \$200.

The submittal requirements checked off above are to be completed to the standards required by the City of Chandler Planning and Development Department, Planning Services Division. AN INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED FOR PUBLIC HEARING. All applications are filed at the Planning and Development Services Division public service counter.

REZONING APPLICATION CHECKLIST

Required by Case Planner	Submitted by Applicant	DESCRIPTION
		Blue Line Prints: (3) 24" x 36", and (1) 8.5" x 11" copy of each of the following plans.
		Site Plan
		Landscape Plan
		Building Elevations (4 views)
		Preliminary Grading and Drainage Plan
		Preliminary Plat (if part of application)
		Context Plan
DEVELOPMENT BOOKLETS: Initially submit (2) booklets for review by Staff. Following Staff review(s), applicant is required to submit (25) colored booklets with the all of the following:		
		Color & Black and White Renditions: Include 8.5" x 11" or 11" x 14" fold-outs of the following in the booklets.
		Site Plan (color)
		Landscape Plan (color)
		Building Elevations (4-sided, color)
		Perspective View (color)
		Preliminary Grading and Drainage Plan (black & white)
		Preliminary Plat (if part of application) (black & white)
		Project Narrative
		Context Plan (b & w); Character Map (b & w); Aerial Map (color)
		Original, Certified & Sealed Legal Description
		Traffic Impact Study
		Noise Study
		Infrastructure Analysis
		Architectural Details (colored)
PUBLIC NOTIFICATION		Submit to Staff Mailing Labels of Property Owners within a 300-foot Radius of Site. Staff will mail notification of hearing letters to these persons.

EXHIBIT C

OWNERSHIP VERIFICATION

City of Chandler - Rezoning Application

It is requested that an application for rezoning be accepted by the Planning and Development Department for property located

_____.

Said property is owned by _____

and legally described as: _____

_____ (may state 'See Attached').

The property contains a gross lot area (includes rights-of-way to the centerline of adjacent street(s) or alley, or 25 feet along a freeway) of _____ acres.

Assessor Parcel Number(s):

_____.

The following or attached map/survey accurately portrays the parcel configuration and property dimensions, as reflected in the legal description.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

(Applicant) (Date)

(Property Owner Signature) (Date)

(Property Owner Signature) (Date)

EXHIBIT D

PRINCIPALS AND DEVELOPMENT TEAM

Provide a list of persons involved in this development proposal. This includes property owner and potential buyers of record and members of the development team.

Principal Owners:

Principal Buyers:

Development Team:

EXHIBIT E

APPLICANT NARRATIVE STATEMENT

Please answer each of the questions below. Write “N/A” if not pertaining to your request. Please retype the questions and answers on a separate sheet of paper to be turned in at time of filing.

IN ADDITION: Please provide a descriptive narrative that describes the architecture in detail, site layout including circulation, parking, and design, drainage, and proposed land use in more detail. If you are requesting waivers to Code requirements, include that information as well.

1. What improvements and uses currently exist on the property?
2. What type of development is proposed by this zoning request?
3. In what ways is this proposal consistent with the Land Use Map and/or meets other plan element goals of the Chandler General Plan?
4. Is the property located in a special designation area (Specific Plan Area, Redevelopment Target Area, Historic District, etc.) If so, state how the proposed use conforms with the area plan, its goals, and any applicable development standards.
5. In what ways is this proposal compatible with the surrounding land use and zoning pattern? (Designate zoning and land use on the site plan submitted).
6. Are there unique design considerations proposed, beyond Zoning Code requirements, that reduce development impacts or would further compatibility with adjacent properties? If yes, explain.
7. If the subject property were not zoned/rezoned, why is it not suitable for the uses allowed under the current zoning?
8. Are there any unusual characteristics of the site that may restrict or affect development? If yes, explain.
9. Most proposals require development review by Department of Planning and Development Services. Have you met with them regarding this proposal?
10. Other than zoning and development review approval by the Department of Planning and Development Services, what other approval processes are required to accomplish the development proposal, i.e. abandonment, variances, use permits, design review, State or County licensing or permits, etc.?

**Rezoning
Affidavit of Sign Posting**

Application No. _____

Applicant Name _____

Project Name/Location _____

The applicant will be required to post a 4 foot by 8 foot wooden sign or signs on the subject site a minimum of 30 calendar days prior to the first public hearing. One, double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout which contains the required specifications for the sign. **It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by City Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.**

I confirm that the site has been posted for the zoning case number above as required by City of Chandler Planning Department. A picture of the sign(s) posted on the subject site has also been submitted.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on _____

Return completed, notarized affidavit and picture to the Planning Department **at least 30 days prior to the first public hearing.**

ZONING FEE SCHEDULE

(Ordinance No. 2354)

1. General Plan Amendments

A.	Map Amendment	\$500
B.	Text Amendment	\$500

2. Rezoning

A.	Single Family	\$500 plus \$25 per acre or portion thereof
B.	Multi-Family	\$500 plus \$25 per acre or portion thereof
C.	Non-Residential	\$500 plus \$25 per acre or portion thereof
D.	Zoning Extension	Same as Original Fee

3. Preliminary Development Plan \$200 if filed as an individual application. No fee required if filed with a Rezoning application.

4. Use Permits

A.	Single Family	\$200
B.	Administrative	\$75
C.	All Others	\$300
D.	Use Permit Extension	Same as Original Fee

5. Variances

A.	Single Family	\$100
B.	All Others	\$200

6. Continuances

A.	Applicant's Request	\$100
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7. Subdivision Plats

A.	Preliminary Plat	\$500 plus \$5.00 per lot
B.	Final Plat	No Fee

8. Miscellaneous Fees

A.	Home Occupations	No fee
B.	Zoning Verification Letters	No Fee